

MEETING NOTES

TECHNICAL/FREQUENCY COORDINATION WORK GROUP

April 12, 2004

Meeting held in the first floor conference room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington

Present:

Alan Hull, Chairman, Washington State Department of Transportation
Marc Johnson, Vice-Chairman, Washington Department of Natural Resources
Robert Schwent, Washington State Patrol
Curt Kyle, Washington State Emergency Management Division
Guy Cranor, Washington State General Administration
Jose Zuniga, Washington State Department of Corrections
Dennis Hausman, Washington State Department of Information Services

Guests:

Fred Radovich, Motorola
Kit Eldredge, M/A-Com

Introductions: Members of the committee and guests were asked to introduce themselves along with a brief description that described their real-world experience in radio communications and frequency coordination.

As a matter of general procedure: Due to the nature of this committee, vendors would be asked NOT to vote on any matters during this and all other Technical/Frequency Coordination meetings. The vendors present agreed and this will become part of the operating procedure for these and future meetings.

Discussion of the Interim Plan:

The technical requirements of the Interim Plan were discussed. A handout of pages 14-21 of the Interim Plan was given to members present. These pages outlined the technical recommendations in the Plan. The Plan identified OSCCR, LERN, NLEC, DNR- Common, REDNET.

- It is clear that one of the requirements of this Work Group is to identify at least two more tactical channels that could be used for interoperability. (This will become one of the goals of this working group.)
- Interoperability channels should be found in all frequency bands:
 - VHF
 - UHF
 - 800

WSDOT advised that they also had VHF high band channels that might be useable as interoperability channels. Recently, WSDOT licensed 15 channels, however the center channels are being used in wide-band thus making these additional channels useless.

If WSDOT had other ways to communicate they would be able to move these channels into the Interoperability pool.

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Question for the group: How can we get agencies to buy into the concept of re-farming frequencies. Is this one of the goals of the SIEC. The general discussion indicated that this was for the good of all of Washington, and certainly an end-result that the SIEC would seem to want to happen.

Currently, each agency applies for licensing under their own authority. With the SIEC's over-reaching authority there should be:

- The SIEC should establish a procedure for requesting, renewal and re-licensing of spectrum and licenses.
- (Until such time as there is a procedure in place agencies will still be required to renew their licenses.) Each agency does its own re-licensing until such time as procedures are in place, or until such time as the SIEC exercising its statutory authority requires said license and frequency for interoperable communications.

Draft Charter of the Technical/Frequency Coordination Work Group:

Copies of a September 8, 2003 draft Charter were distributed to the group. In addition to the responsibilities outlined in the draft document, two additional responsibilities were added:

- Establish procedure for requesting, renewal and re-license of spectrum or radio licenses.
- The Technical/Frequency Coordination Work Group will act as a consulting committee to the Washington State General Administration for the purposes of new radio technology.

WSCA Contract – Preamble:

- Guy Cranor agreed to create a "straw man" as a preamble to the WSCA contract that will indicate the SIEC/ISB requirement for oversight.

WSCA Contract – Additions:

There was discussion about how a new technology, or new company in an older technology can be added to the WSCA contract. All WSCA contracts are convenience contracts. If a new company were able to cut the prices of a similar technology, then WSCA would attempt to get the contract vendor to reduce the price. If a new technology were being introduced, then GA would amend the WSCA contract to allow for the newer technology to be added.

Meeting frequency and schedule:

The next scheduled meeting will be on Monday April 26 at 10:00 a.m. Thereafter, meetings will be held from 10:00 a.m. until noon on the same schedule as the SIEC SAW Group meetings, every other week...starting, May 12. Location of these meetings will be determined.

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DRAFT CHARTER OF THE TECHNOLOGY/FREQUENCY COORDINATION WORK GROUP. Please send your edits, modifications, and comments to Dennis Hausman.

I. BACKGROUND

In an effort to ensure that the state's considerable investment in radio communications facilities, and the radio spectrum that is licensed to government entities in the state, are managed in a way that promotes to the maximum extent possible economic efficiencies of coordinated planning, development, management, maintenance, accountability, and performance¹ the State Interoperability Executive Committee (SIEC) was formed.

Under the direction and leadership of the SIEC, the Frequency Coordination Subcommittee/Working Group is charged with the following:

II. RESPONSIBILITIES

It is the responsibility of this subcommittee/working group to determine the allocation of spectrum to government entities.

- A. Manage identified spectrum to promote efficiencies
- B. Ensure that adequate coverage is available for all public safety entities within this state.
- C. Review all state frequency licenses with a view towards finding at least two additional VHF channels for interoperability, and to insure that all assets are used to the fullest extent possible. Re-farming of frequencies would be an option to consider.
- D. Establish a migration path and exist strategy that could be used by public safety entities to reach a goal of adequate coverage.
- E. Develop a frequency management plan in concert with all government entities within the state.
- F. Manage frequency management plan to ensure effective use of public safety spectrum resources.
- G. Establish procedures for requesting, renewal and re-licensing of spectrum (or licenses).
- H. Identification of existing radio caches and deployment of these caches as they become available
- I. Identify new caches -- radios that may become available in the near future as a result of newly acquired equipment
- J. Create (new) caches and deploy same in concert with DHS Regional Planning activities
- K. Implementation of OSCCR as a primary Command and Control frequency for state (and possibly local government)

¹ House Bill 1271, Senate Bill 5971 enacted into Washington law effective July 1, 2003 (Chapter 18, Laws of 2003).

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- L. Identify existing gateway devices and newly acquired gateway devices and create a deployment strategy to maximize the investment.
- M. Create a protocol that can become a state standard to address what and how radio acquisitions should be handled in respect to the SIEC SAW Group, SIEC and ISB. The protocol would be identified; the standards would be created and vetted by a policy committee or board.
- N. Look at all state assets and determine what assets could be shared with other state and local entities...and what obstacles would stop that from happening. Those policy/procedural issues will be referred to another committee for SIEC and ISB approval and when required legislative assistance.
- O. The SIEC Technology and Frequency Coordination Working Group shall act as technology consultants to the Washington State General Administration for new technologies.
- P. Create a written document (Gantt Chart) to be approved by the SIEC that outlines how these goals will be met along with milestones and appropriate metrics.

III. MANNER OF PARTICIPATION

- A. **Discussion.** All those who attend meetings will be recognized by the Chair and shall be permitted to participate in discussion of matters before the Technical and Frequency Coordination Working Group.
- B. **Membership and Chair.** The SIEC SAW Group Chair and Vice Chair shall appoint the Chair, Vice Chair and members of the Technical and Frequency Coordination Working Group.
- C. **Voting.** Only members of the Technical and Frequency Coordination Working Group, as appointed by the Chair or Vice Chair of the SIEC SAW Group may vote. The Chair (or presiding officer) of this subcommittee may not vote unless it is to break a tie vote. There will be no proxy voting permitted.
- D. **Majority Vote.** The act of the majority of the Members present at a meeting at which a quorum shall be the act of the Technical and Frequency Coordination Working Group.
- E. **Attendance by Communication Equipment.** Meetings may be held by means of conference telephone call or any other communications equipment that allows all persons participating in the meeting to speak to and hear all participants. Participation by such means shall constitute presence in person at a meeting.

IV Robert's Rules.

Robert's Rules of Order shall govern the meetings of the Frequency Coordination Subcommittee/Working Group.

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V Minutes of Meetings.

Minutes shall be made of all meetings of the Frequency Coordination Subcommittee/Working Group. Minutes shall be reviewed and corrected as necessary, and approved at the next Frequency Coordination Subcommittee/Working Group Meeting.

VI Open meetings.

All meetings of the Technical and Frequency Coordination Working Group shall be open meetings and as such meeting notices will be posted on the SIEC Web sight.